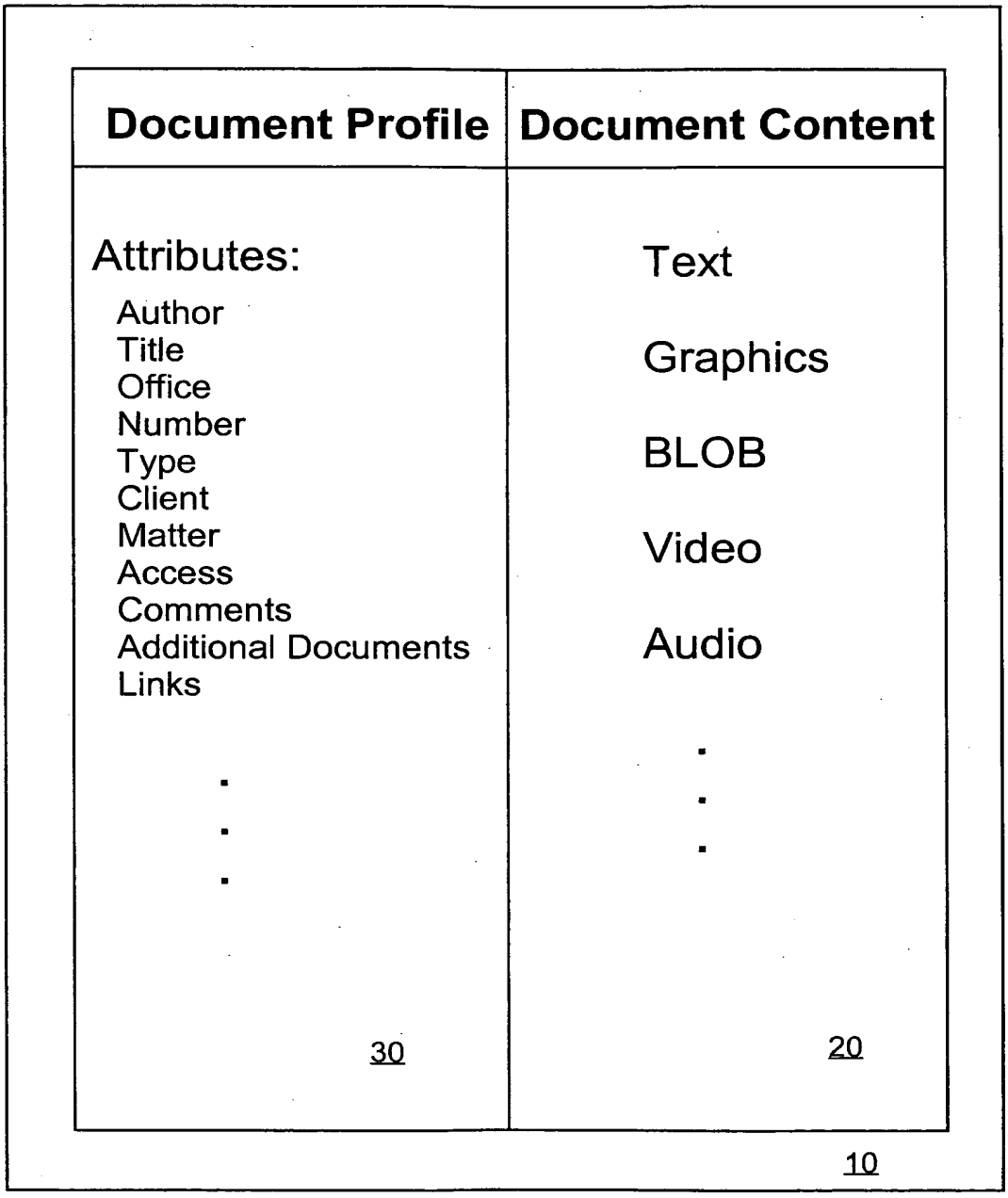

Document Profile
Document Content
Attributes:
Author
Title
Office
Number
Type
Client
Matter
Access
Comments
Additional Documents
Links
Text
Graphics
BLOB
Video
Audio
30
20
10

Figure 1

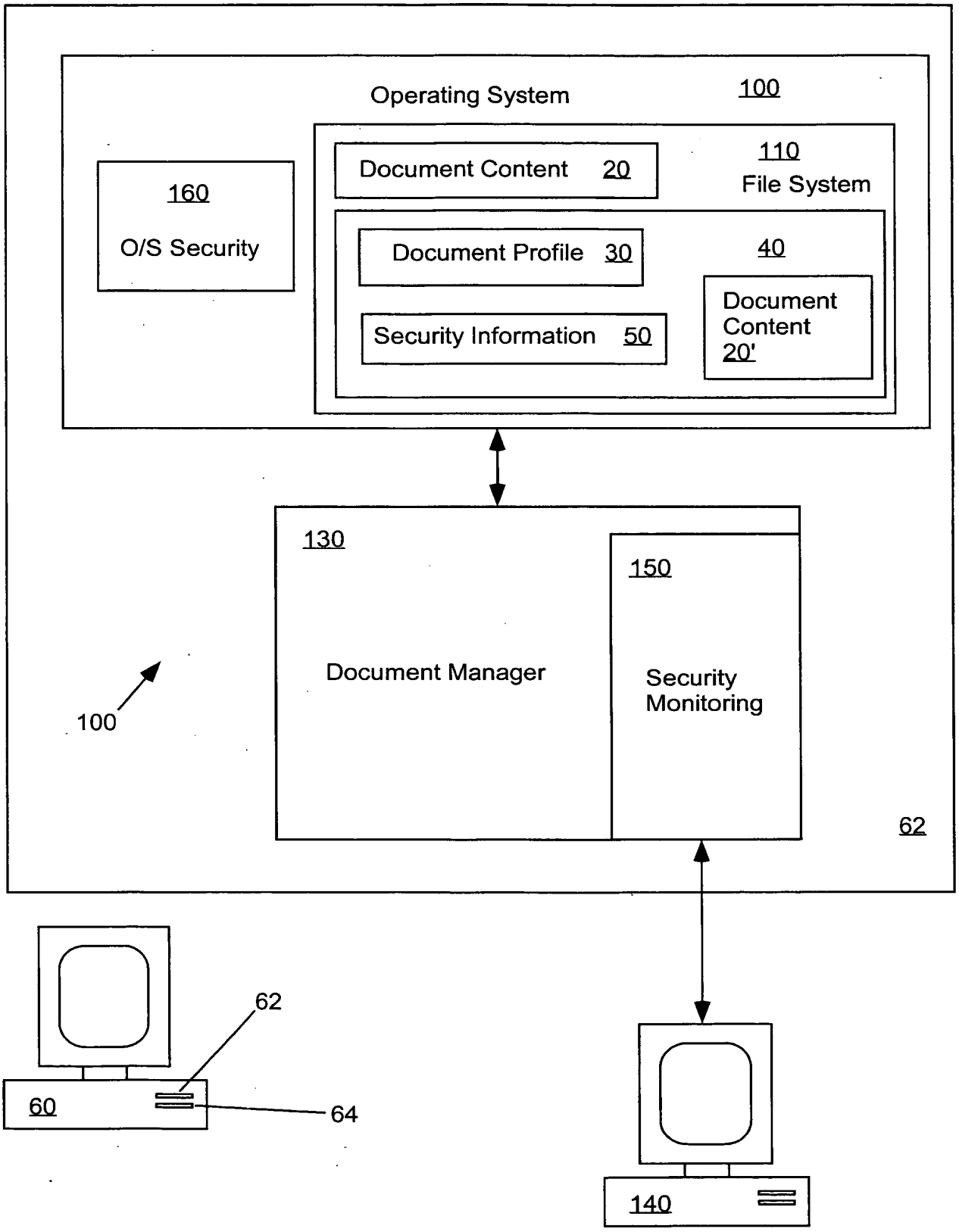
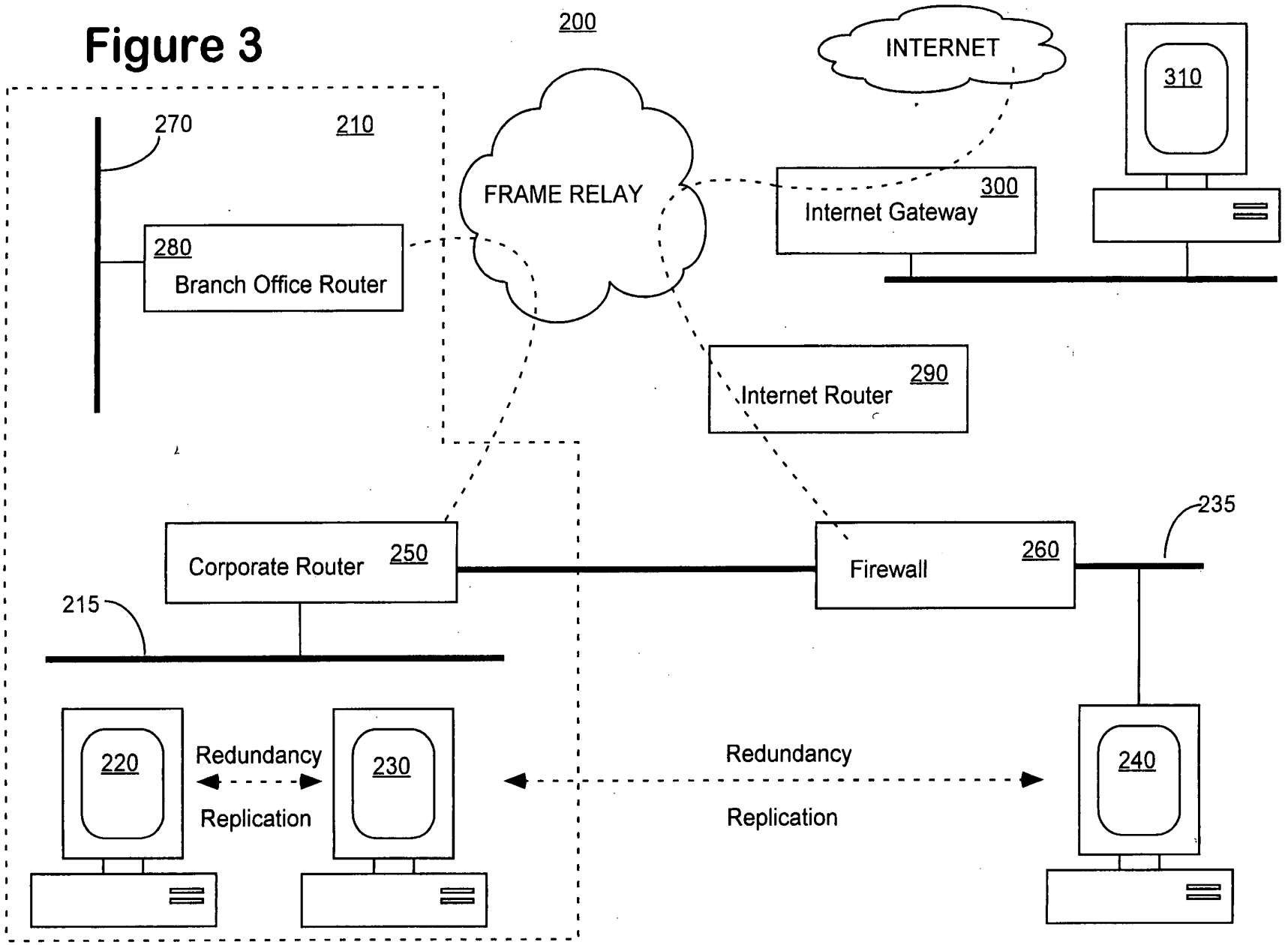

Operating System
100
160
O/S Security
Document Content 20
110
File System
Document Profile 30
40
Document Content 20'
Security Information 50
130
Document Manager
150
Security Monitoring
100
62
62
60
64
140

Figure 2

TOT22T"6787200T

Figure 3



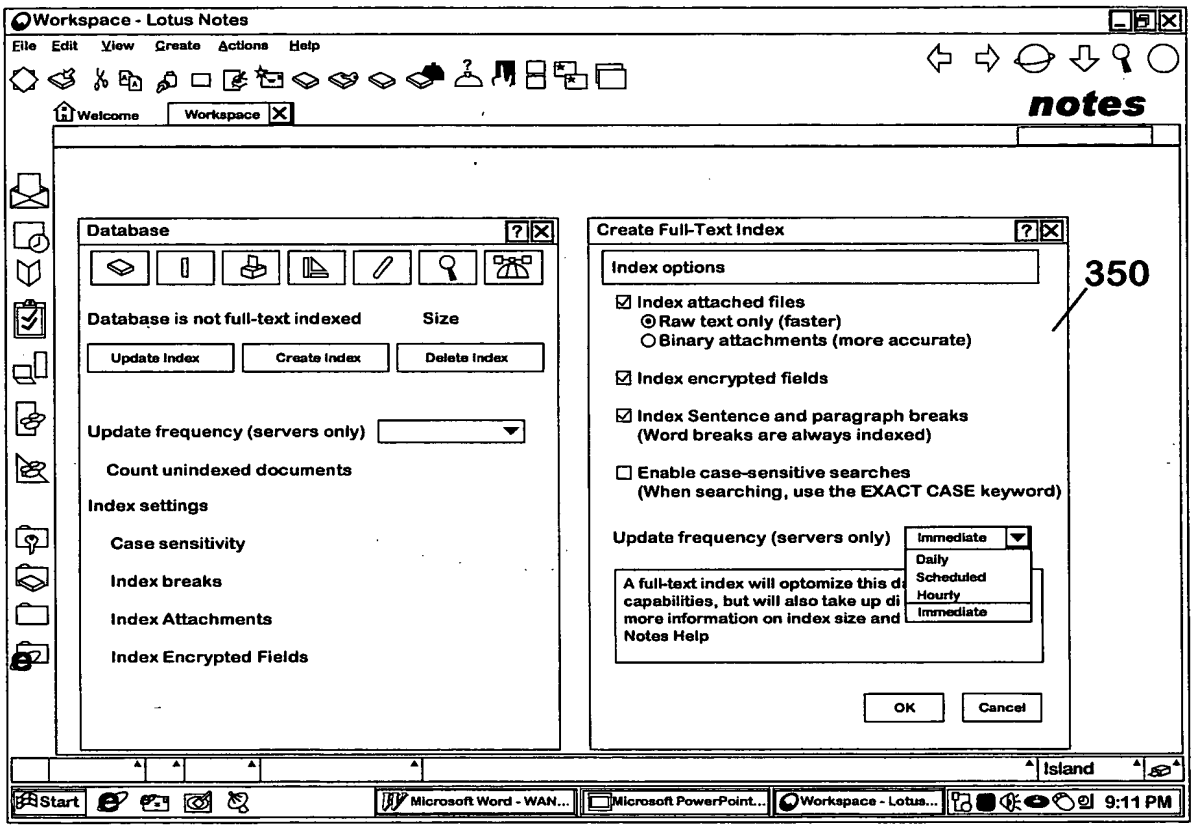

Workspace - Lotus Notes
File Edit View Create Actions Help
notes
Welcome
Workspace
Database
Database is not full-text indexed
Size
Update Index
Create Index
Delete Index
Update frequency (servers only)
Count unindexed documents
Index settings
Case sensitivity
Index breaks
Index Attachments
Index Encrypted Fields
Create Full-Text Index
Index options
350
Index attached files
Raw text only (faster)
Binary attachments (more accurate)
Index encrypted fields
Index Sentence and paragraph breaks
(Word breaks are always indexed)
Enable case-sensitive searches
(When searching, use the EXACT CASE keyword)
Update frequency (servers only)
Immediate
Daily
Scheduled
Hourly
Immediate
A full-text index will optomize this d
capabilities, but will also take up di
more information on index size and
Notes Help
OK
Cancel
Island
Start
Microsoft Word - WAN...
Microsoft PowerPoint...
Workspace - Lotus...
9:11 PM

Figure 4A

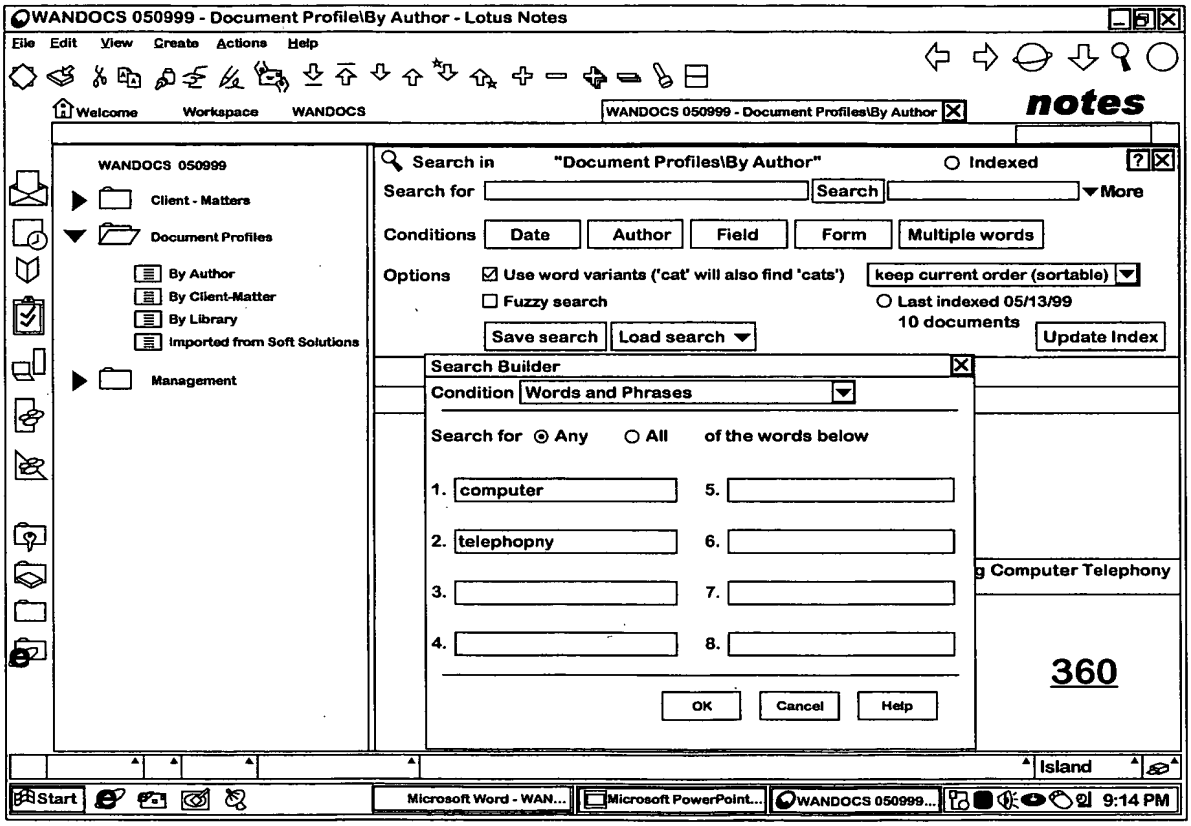

WANDOCS 050999 - Document Profile\By Author - Lotus Notes
File Edit View Create Actions Help
Welcome Workspace WANDOCS
WANDOCS 050999 - Document Profiles\By Author
notes
WANDOCS 050999
Client - Matters
Document Profiles
By Author
By Client-Matter
By Library
Imported from Soft Solutions
Management
Search in "Document Profiles\By Author" Indexed
Search for Search More
Conditions Date Author Field Form Multiple words
Options Use word variants ('cat' will also find 'cats') keep current order (sortable)
Fuzzy search
Last indexed 05/13/99
10 documents
Save search Load search
Update Index
Search Builder
Condition Words and Phrases
Search for Any All of the words below
1. computer
2. telephopny
3.
4.
5.
6.
7.
8.
OK Cancel Help
g Computer Telephony
360
Island
Start
Microsoft Word - WAN...
Microsoft PowerPoint...
WANDOCS 050999...
9:14 PM

Figure 4B

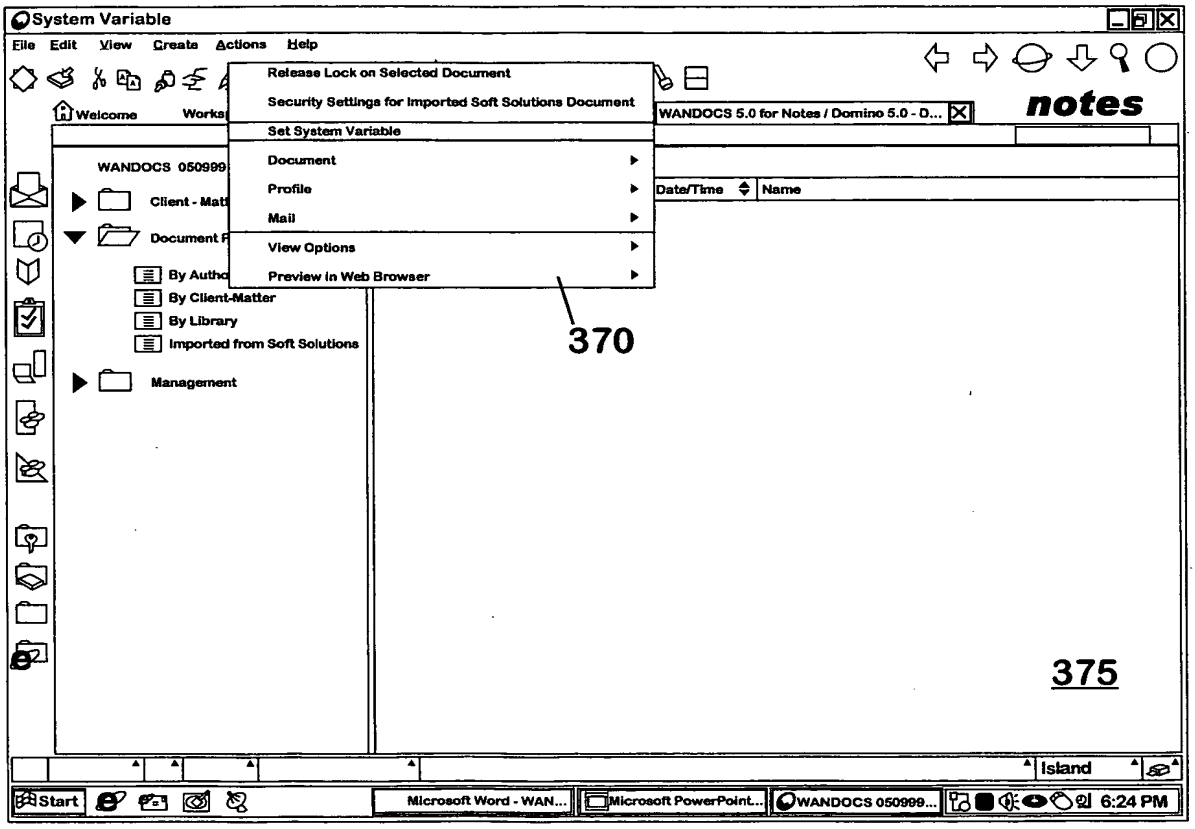

System Variable
File Edit View Create Actions Help
Release Lock on Selected Document
Security Settings for Imported Soft Solutions Document
Set System Variable
Document
Profile
Mail
View Options
Preview in Web Browser
WANDOCS 5.0 for Notes / Domino 5.0 - D...
notes
Welcome
WANDOCS 050999
Client - Matt
Document F
By Autho
By Client-Matter
By Library
Imported from Soft Solutions
Management
Date/Time
Name
370
375
Island
Start
Microsoft Word - WAN...
Microsoft PowerPoint...
WANDOCS 050999...
6:24 PM

Figure 5A

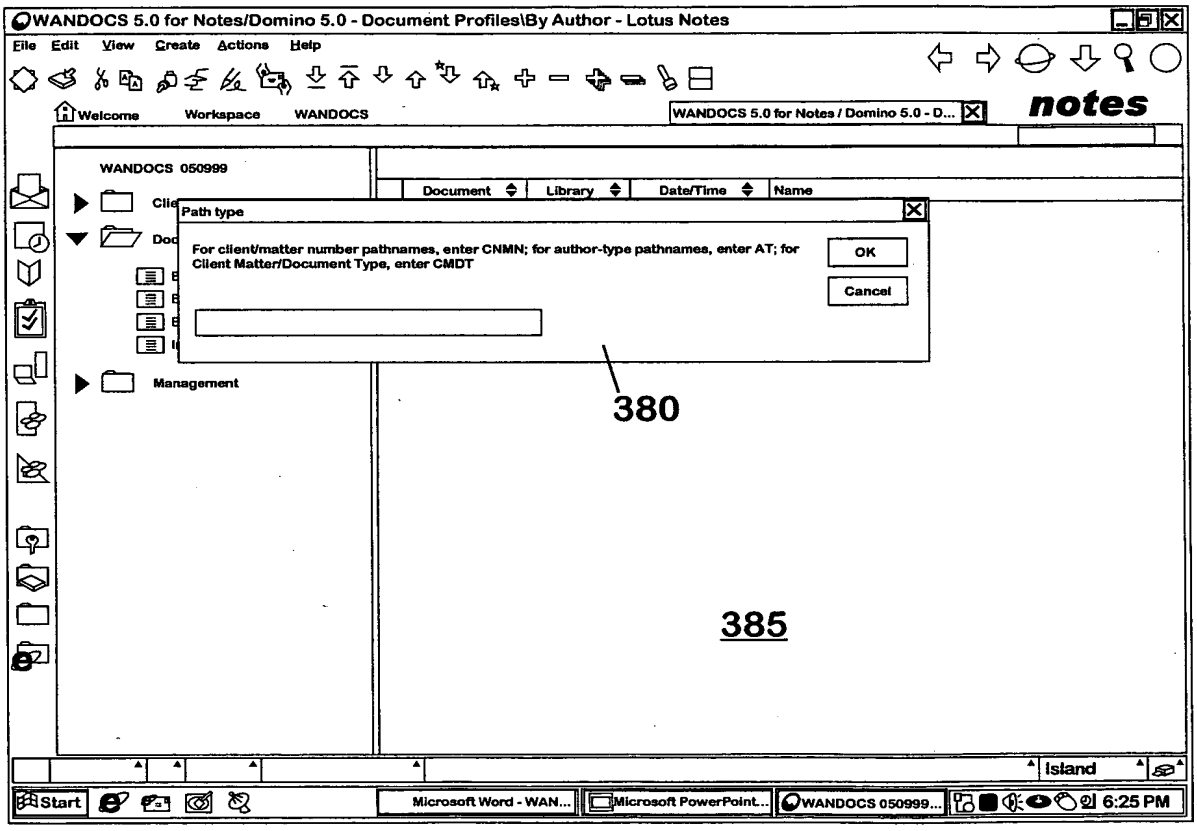

WANDOCS 5.0 for Notes/Domino 5.0 - Document Profiles\By Author - Lotus Notes
File Edit View Create Actions Help
Welcome Workspace WANDOCS
WANDOCS 5.0 for Notes / Domino 5.0 - D...
notes
WANDOCS 050999
Document Library Date/Time Name
Path type
For client/matter number pathnames, enter CNMN; for author-type pathnames, enter AT; for Client Matter/Document Type, enter CMDT
OK
Cancel
Management
380
385
Island
Start
Microsoft Word - WAN...
Microsoft PowerPoint...
WANDOCS 050999...
6:25 PM

Figure 5B

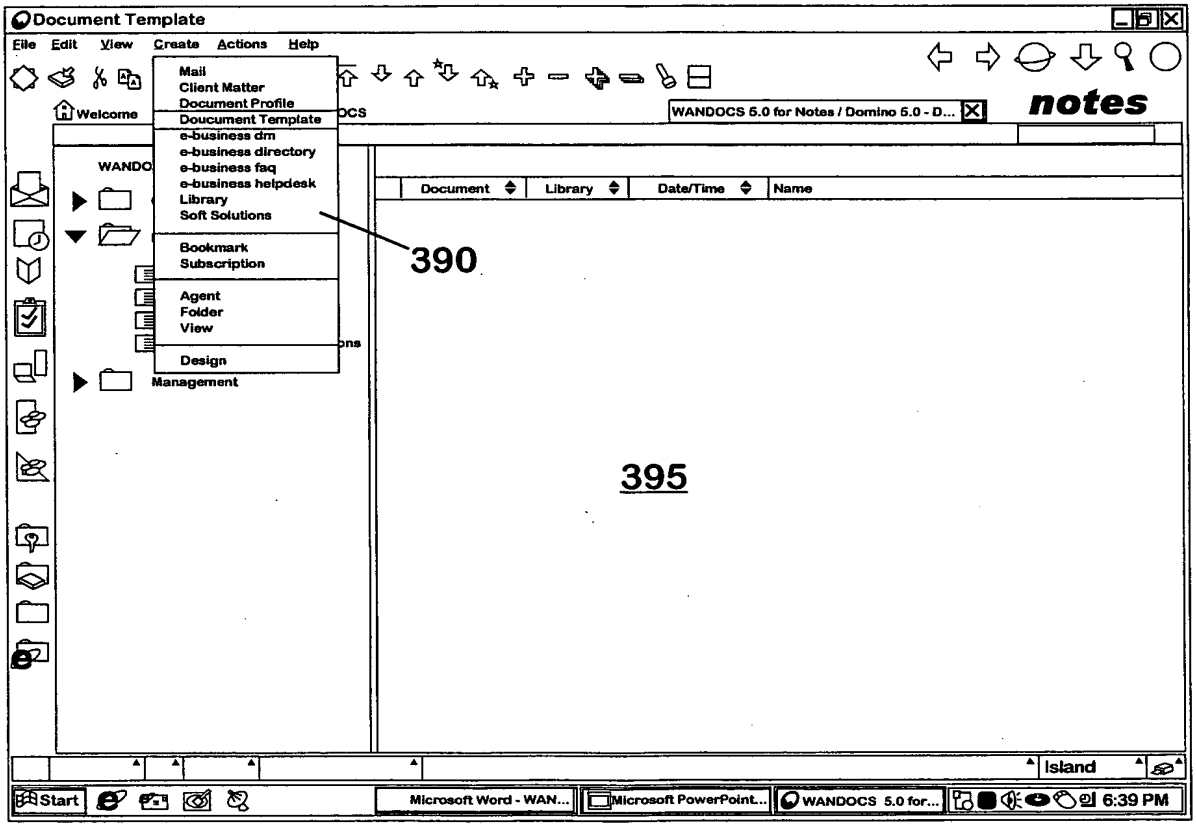

Document Template
File Edit View Create Actions Help
Mail
Client Matter
Document Profile
Document Template
e-business dm
e-business directory
e-business faq
e-business helpdesk
Library
Soft Solutions
Bookmark
Subscription
Agent
Folder
View
Design
Management
Welcome
WANDOCS 5.0 for Notes / Domino 5.0 - D...
notes
Document
Library
Date/Time
Name
390
395
Island
Start
Microsoft Word - WAN...
Microsoft PowerPoint...
WANDOCS 5.0 for...
6:39 PM

Figure 6A

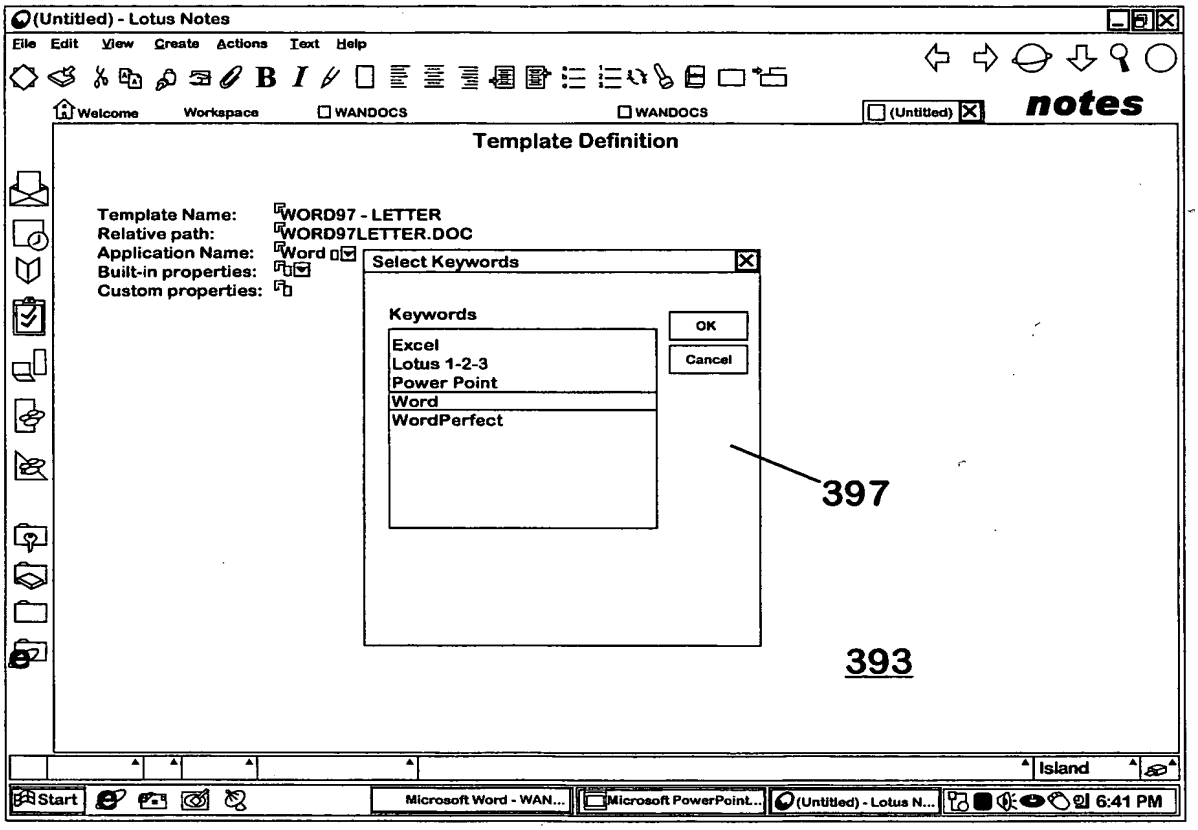

(Untitled) - Lotus Notes
File Edit View Create Actions Text Help
Welcome
Workspace
WANDOCS
WANDOCS
(Untitled)
notes
Template Definition
Template Name: WORD97 - LETTER
Relative path: WORD97LETTER.DOC
Application Name: Word
Built-in properties:
Custom properties:
Select Keywords
Keywords
Excel
Lotus 1-2-3
Power Point
Word
WordPerfect
OK
Cancel
397
393
Island
Start
Microsoft Word - WAN...
Microsoft PowerPoint...
(Untitled) - Lotus N...
6:41 PM

Figure 6B

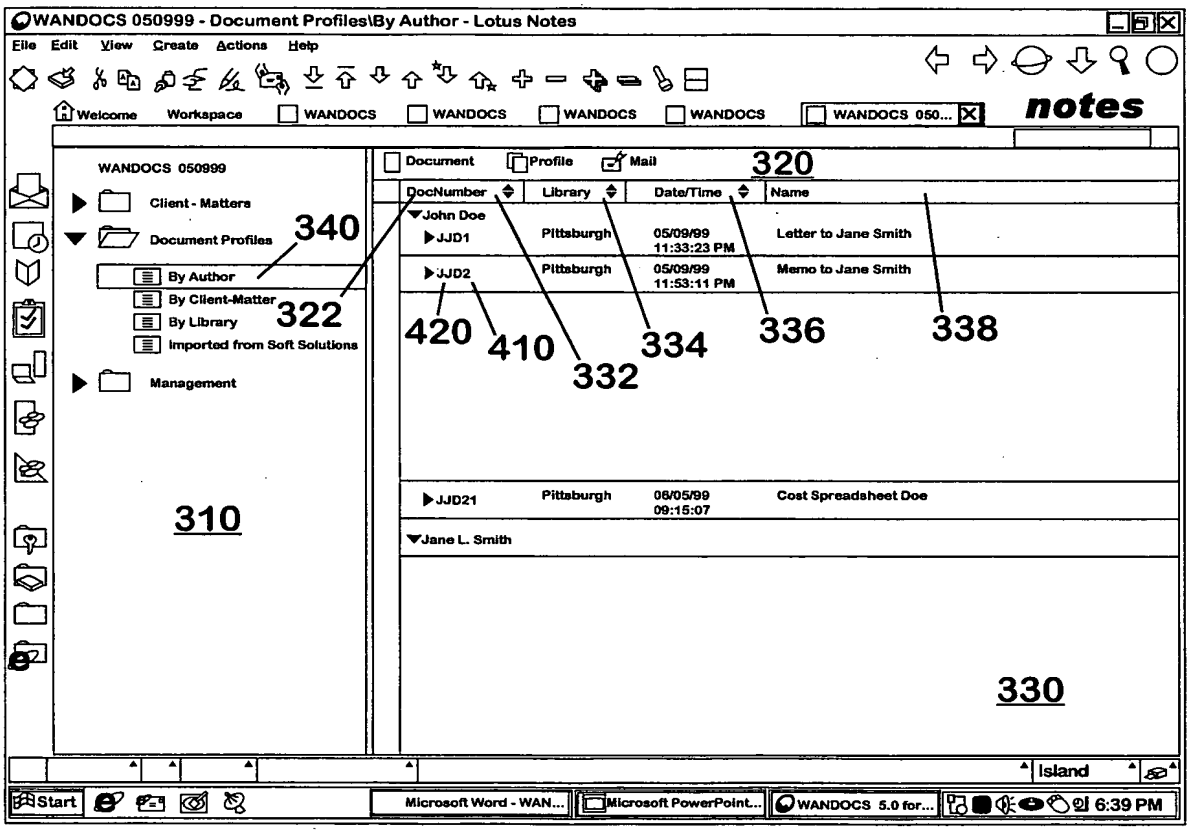

WANDOCS 050999 - Document Profiles\By Author - Lotus Notes
File Edit View Create Actions Help
Welcome Workspace WANDOCS WANDOCS WANDOCS WANDOCS WANDOCS 050...
notes
WANDOCS 050999
Client - Matters
Document Profiles
By Author
By Client-Matter
By Library
Imported from Soft Solutions
Management
340
322
310
Document Profile Mail
320
DocNumber Library Date/Time Name
John Doe
JJD1 Pittsburgh 05/09/99 11:33:23 PM Letter to Jane Smith
JJD2 Pittsburgh 05/09/99 11:53:11 PM Memo to Jane Smith
420
410
332
334
336
338
JJD21 Pittsburgh 06/05/99 09:15:07 Cost Spreadsheet Doe
Jane L. Smith
330
Island
Start
Microsoft Word - WAN...
Microsoft PowerPoint...
WANDOCS 5.0 for...
6:39 PM

Figure 7

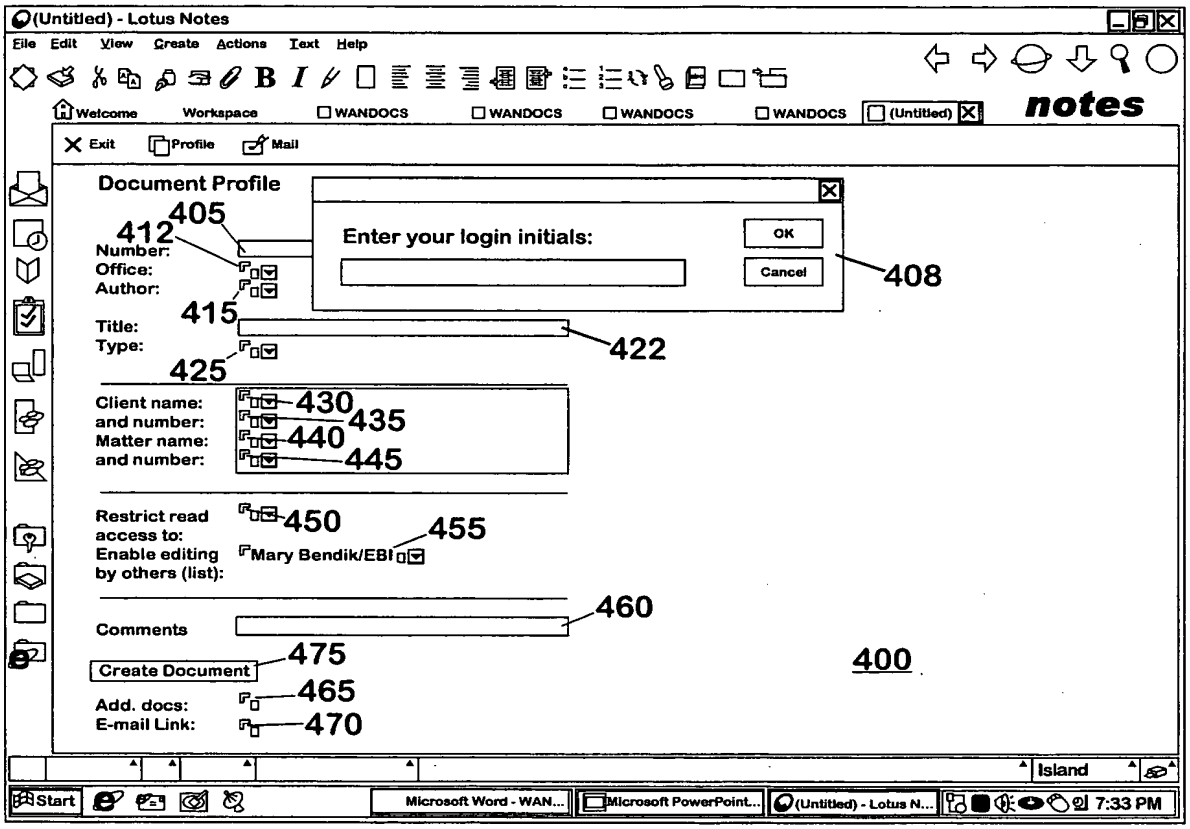

(Untitled) - Lotus Notes
File Edit View Create Actions Text Help
Welcome Workspace WANDOCS WANDOCS WANDOCS WANDOCS (Untitled)
notes
Exit Profile Mail
Document Profile
405
412
Number:
Office:
Author:
415
Title:
Type:
425
Enter your login initials:
OK
Cancel
408
422
Client name:
and number:
Matter name:
and number:
430
435
440
445
Restrict read access to:
Enable editing by others (list):
Mary Bendik/EBI
450
455
Comments
460
Create Document
475
Add. docs:
E-mail Link:
465
470
400
Island
Start
Microsoft Word - WAN...
Microsoft PowerPoint...
(Untitled) - Lotus N...
7:33 PM

Figure 8

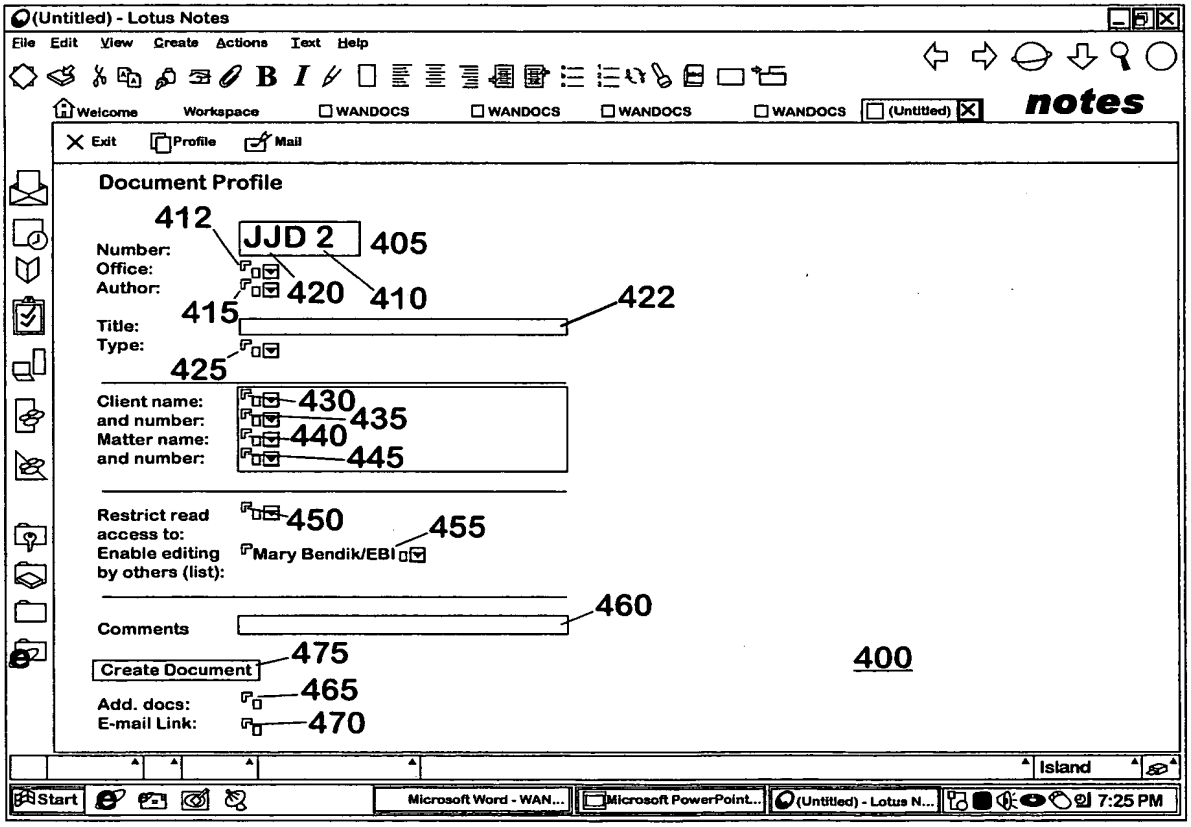

(Untitled) - Lotus Notes
File Edit View Create Actions Text Help
Welcome Workspace WANDOCS WANDOCS WANDOCS WANDOCS (Untitled)
notes
Exit Profile Mail
Document Profile
412
JJD 2
405
Number:
Office:
Author:
420
410
415
422
Title:
Type:
425
Client name:
and number:
Matter name:
and number:
430
435
440
445
Restrict read access to:
Enable editing by others (list):
450
455
Mary Bendik/EBI
460
Comments
475
Create Document
400
Add. docs:
E-mail Link:
465
470
Island
Start
Microsoft Word - WAN...
Microsoft PowerPoint...
(Untitled) - Lotus N...
7:25 PM

Figure 9